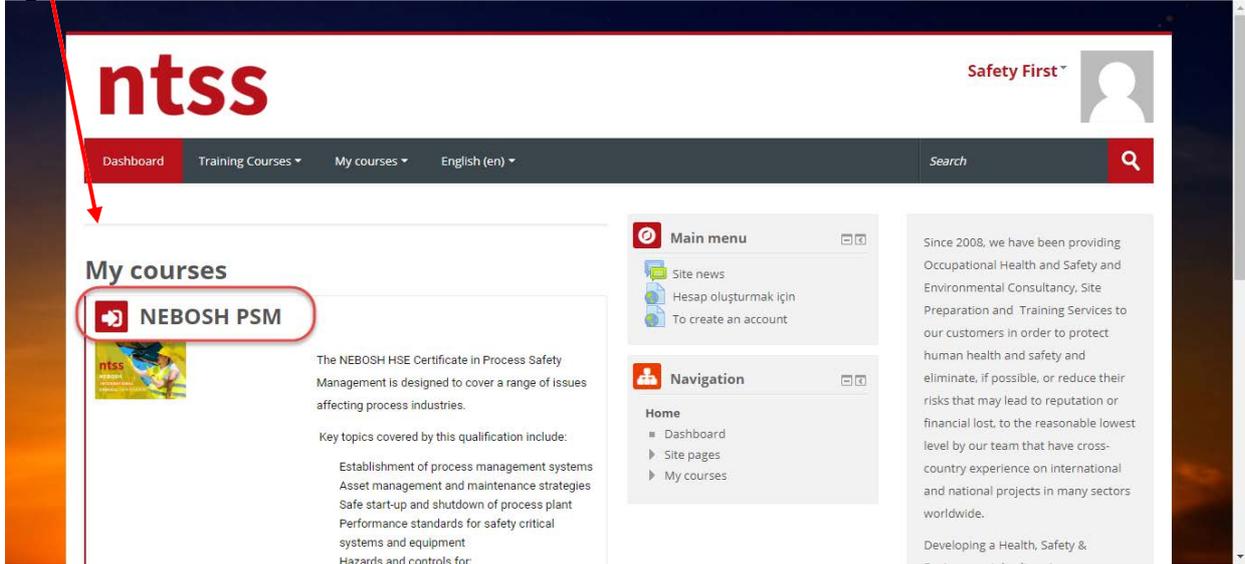


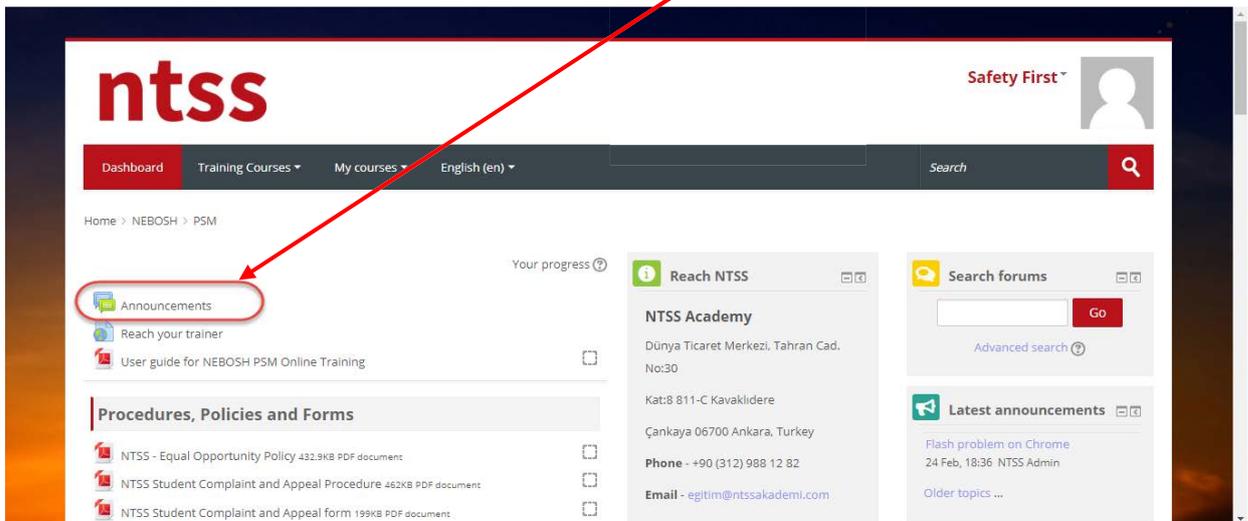
1. Starting to Training

After you login to the e-learning web site, you can reach to the Nebosh PSM training by clicking to the title of the training.

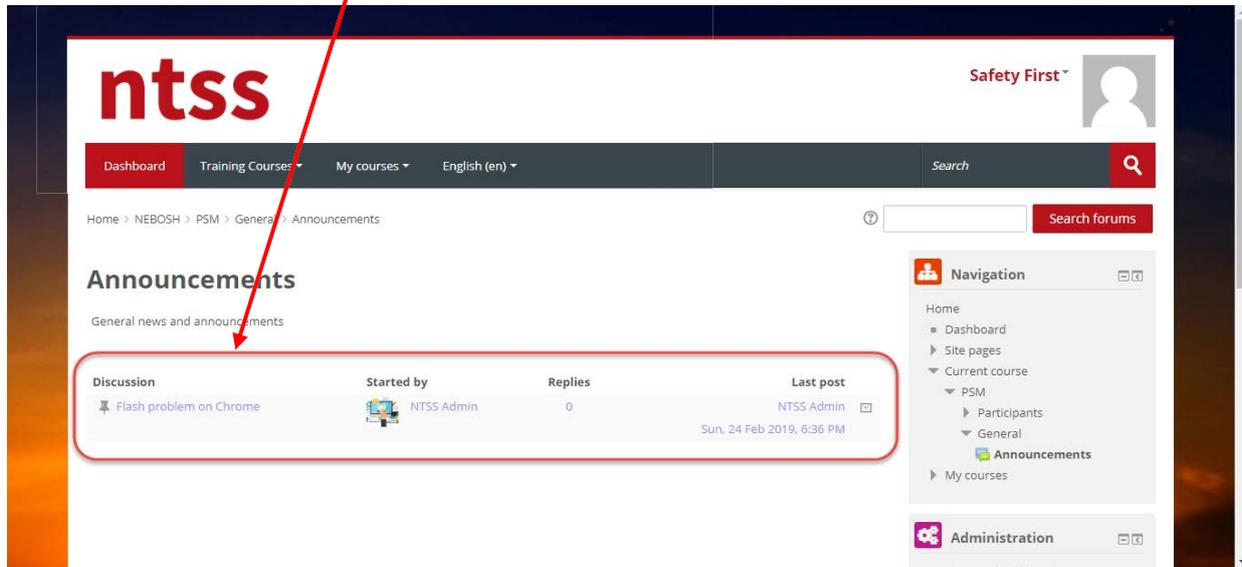


2. Announcements

You can reach to announcements under this Announcements topic.

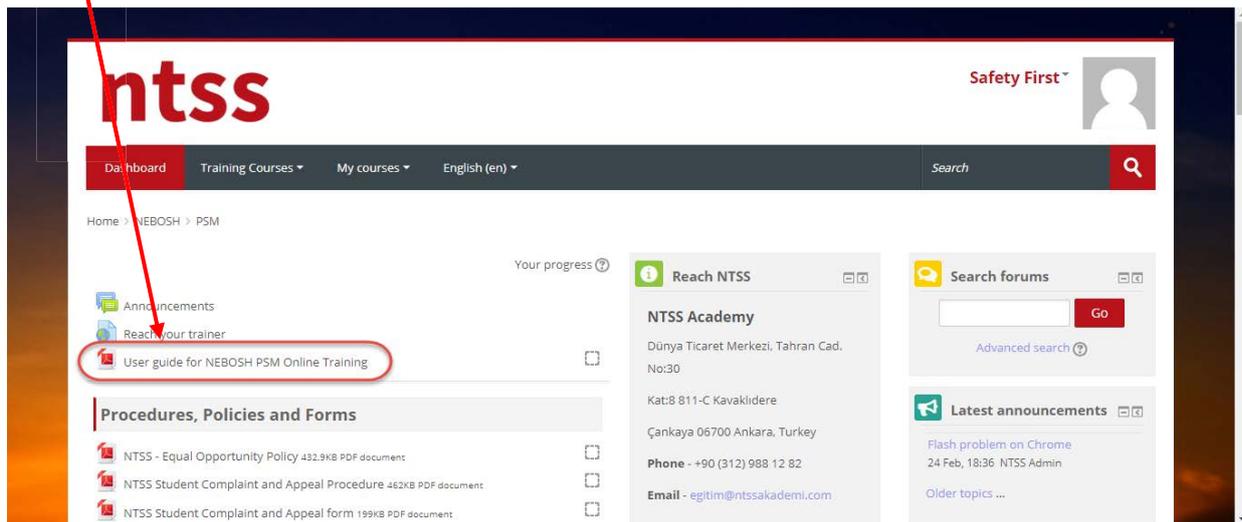


Resolutions to problems raised by Candidates are issued under this topic. For example, **Training module can't be accessible due to flash problem on Chrome** is issued under this topic.



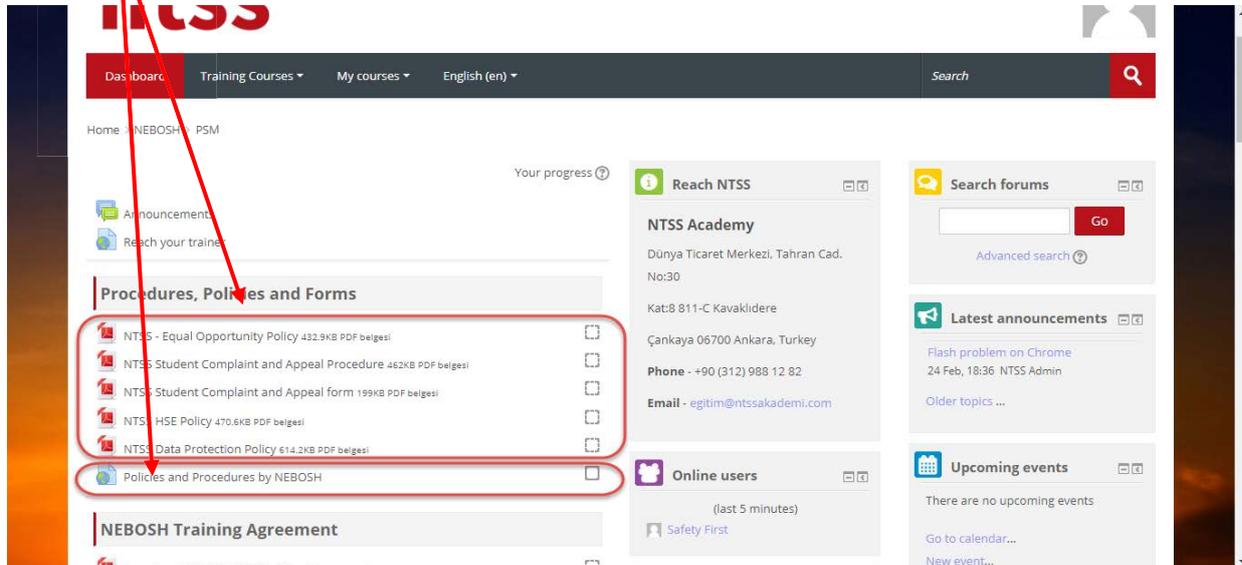
3. User Guide

User guide for this training to candidates of NTSS are accessible from this section. We advise you to read these document very carefully.



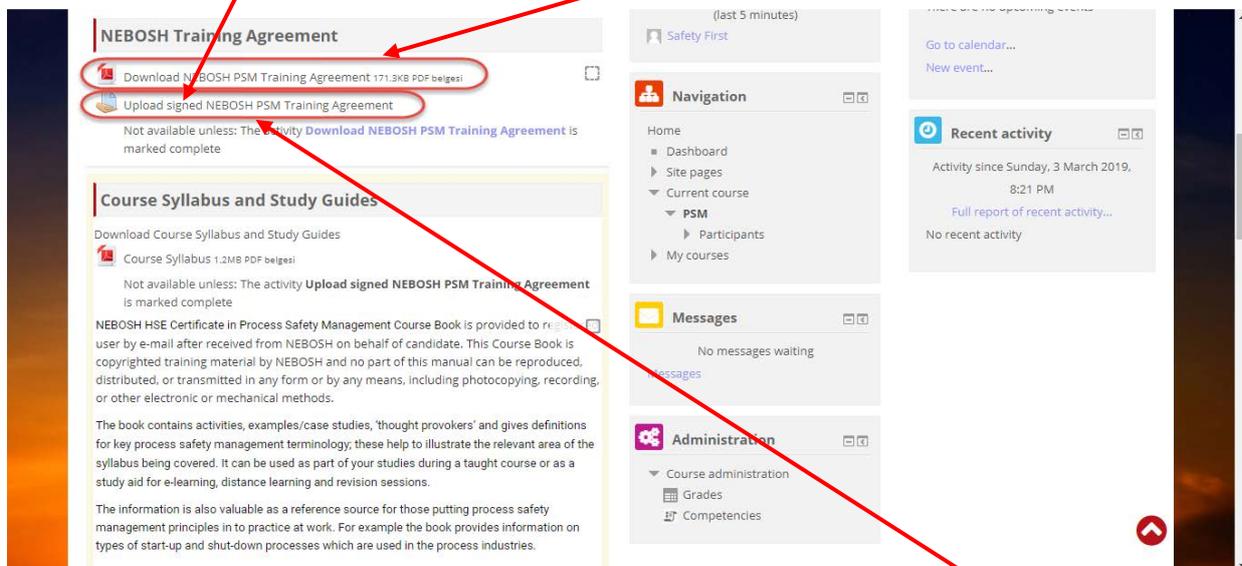
4. Quality documentations of NTSS and NEBOSH

You can reach to quality documentations of NTSS and NEBOSH from this topic. We advise you to download and read these documents carefully, because access to the e-learning platform is 6 month from your registration date.



5. NEBOSH PSM Training Agreement

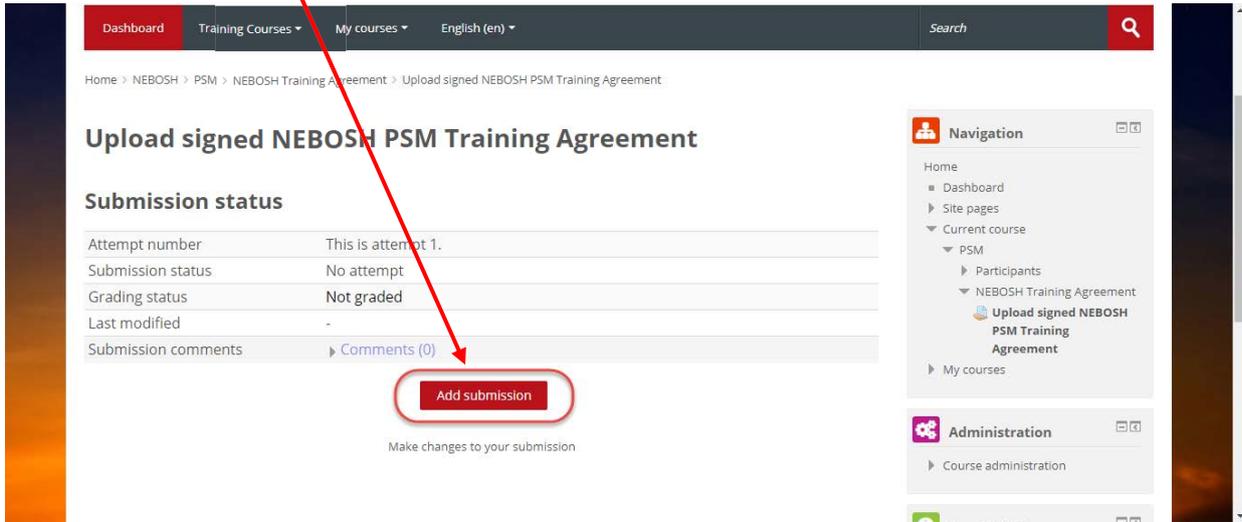
Before you start to NEBOSH IGC online training, you have to download the NEBOSH PSM Training Agreement then reload back after sign and scan it. Training modules won't be started unless this step is completed.



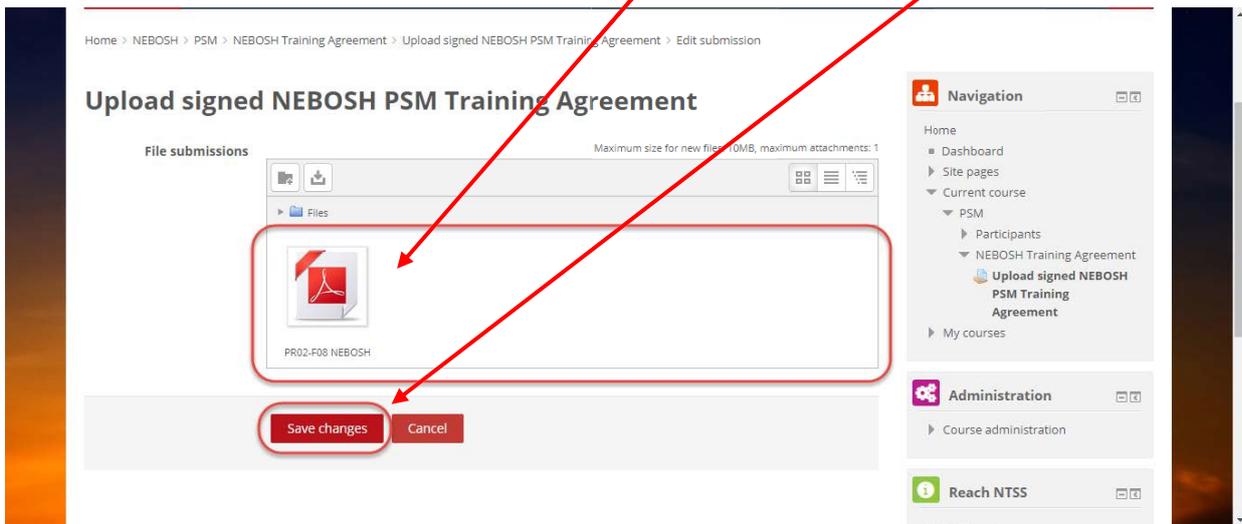
After you signed and scanned the agreement, please Upload it back by clicking Upload Signed NEBOSH PSM Training Agreement link.

User Guide for NEBOSH Process Safety Management Online Training

Please click to **Add submission** button to upload the signed agreement.

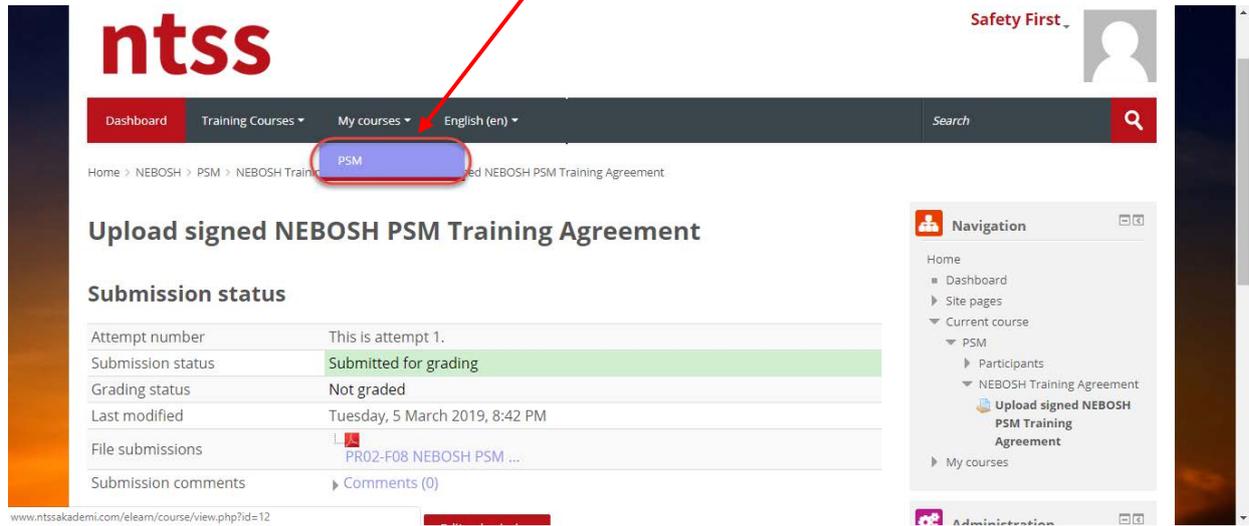


After you drag and drop the signed agreement into the field below, click to **Save changes** button to complete the process.

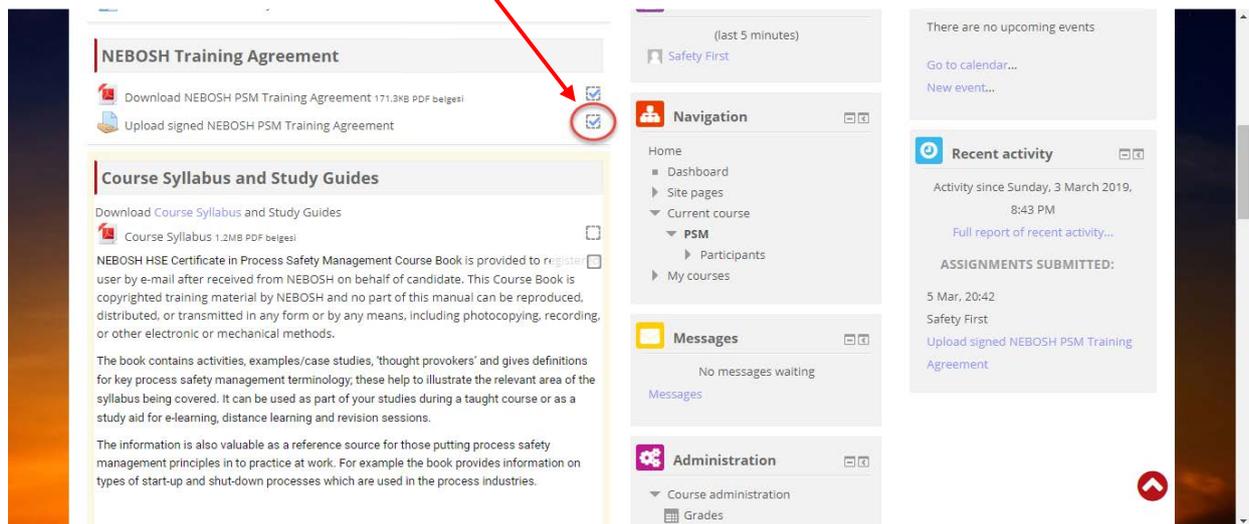


User Guide for NEBOSH Process Safety Management Online Training

Once uploading is completed, please click to **PSM** under **My courses** to go back the training main page.

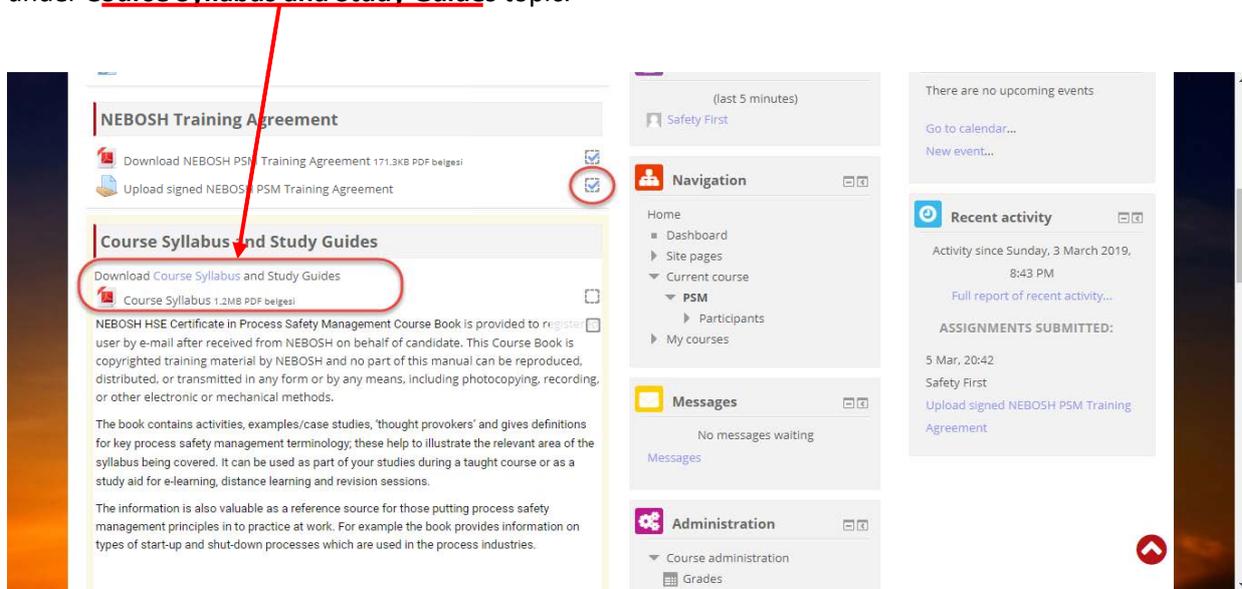


To continue to the next steps, tick box shown below must be seen as marked. This process is performed automatically once you upload your agreement. If it is not marked, uploading process might failed and try again or refresh the page or try to mark by clicking to tick box.



6. Course Syllabus and Study Guides

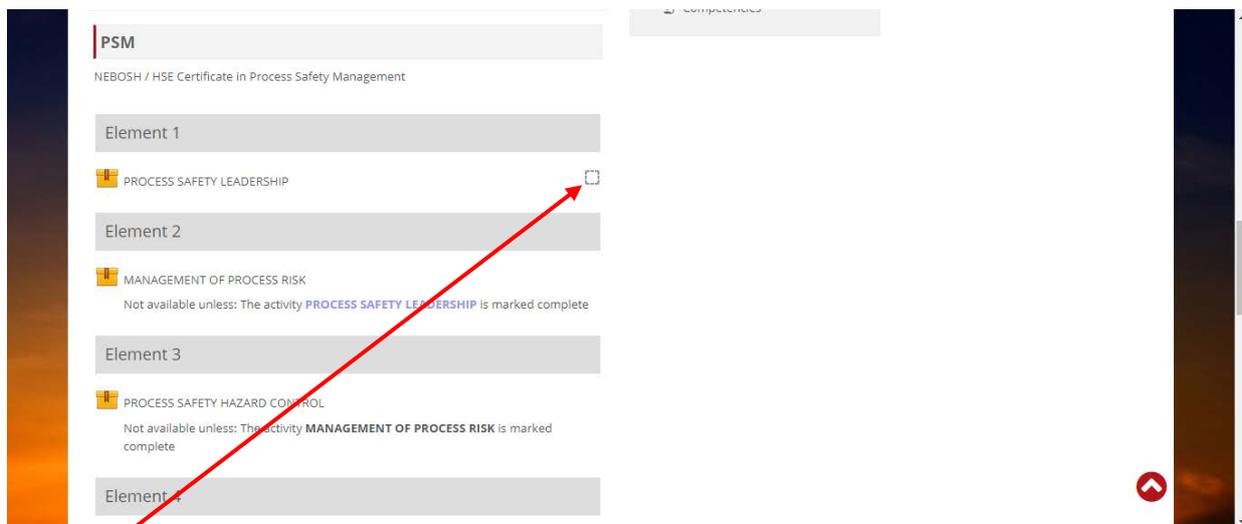
Information about latest version of the course syllabus issued by NEBOSH can be downloaded from under **Course Syllabus and Study Guides** topic.



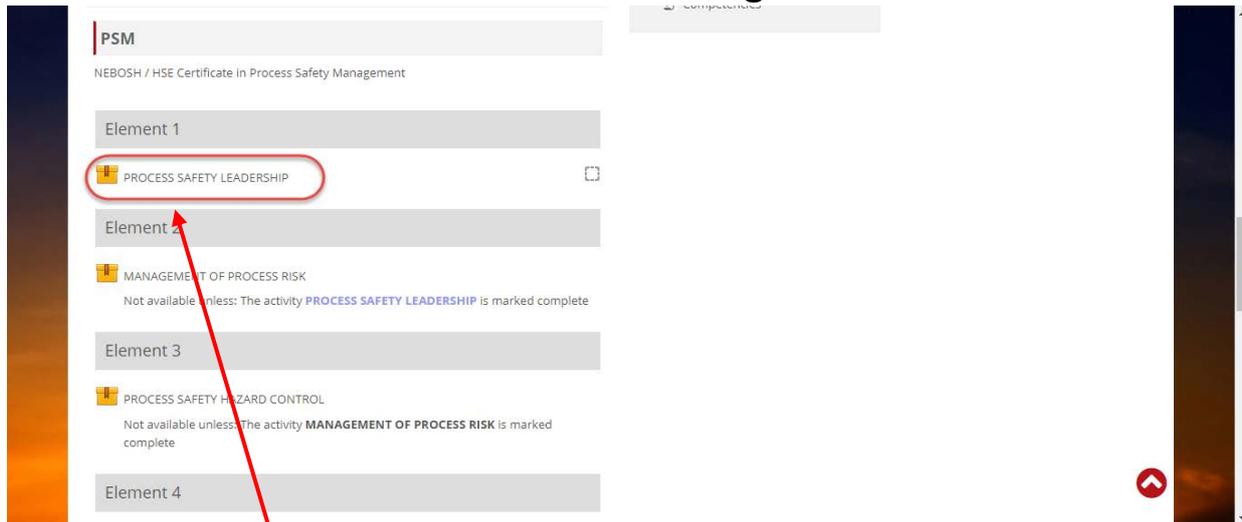
How you obtain NEBOSH HSE Certificate in Process Safety Management Course Book is explained under this topic.

7. PSM interactive study

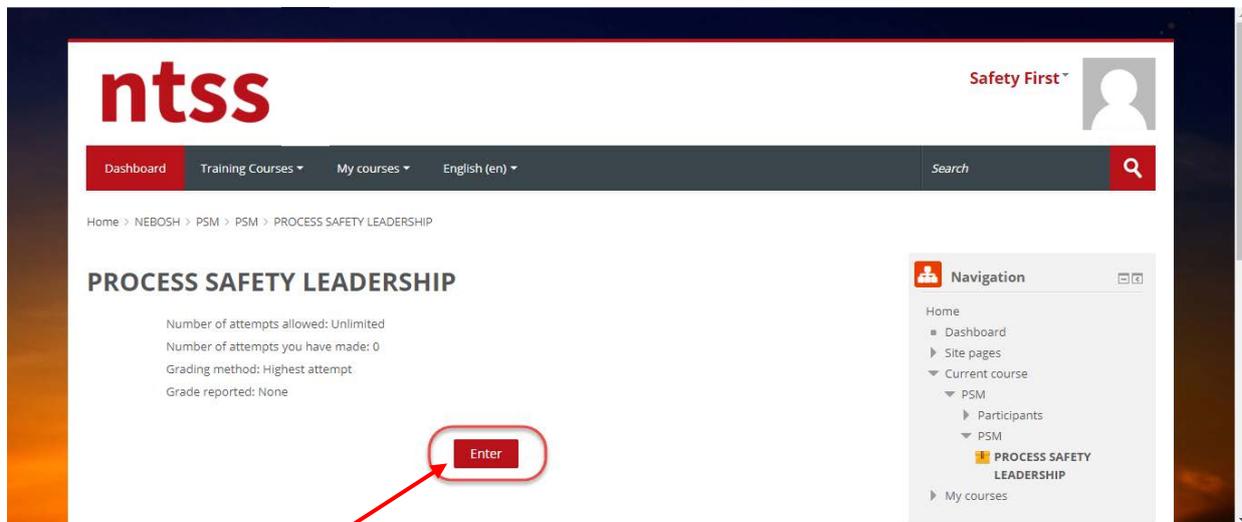
There are 4 elements to be completed under PSM interactive study section. Each element can be accessible once previous one completed.



A **tick** sign in the box next to an element name will be appeared automatically when you have completed the element.



One you click on the Element, following page will be opened.



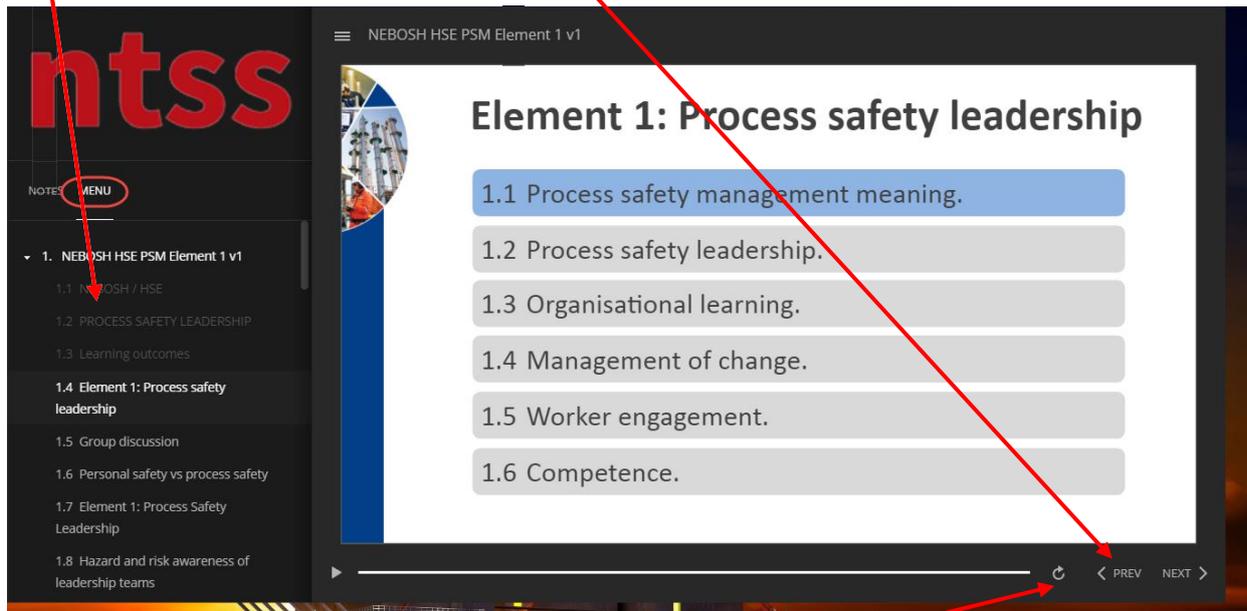
Once you click to Enter button, a new web page will be open up. After a few second, element presentation will be appeared as shown below.

User Guide for NEBOSH Process Safety Management Online Training

In the every slide there is slide timer which prevents you skip to next slide without reading the present slide. Slides are not automatically changed. You have to click to Next button to go next slide.



You can go previous slide by clicking to PREV button, also you can go previous slides by selecting from Menu. You can go to just watched slides via Menu.



Also you can reload the present slide by clicking to repeating button.

Notes

Sometimes you will see some notes at the right side of the slides. Please read them carefully

ntss

NEBOSH HSE PSM Element 1 v1

Reasons for holding to account all individuals with PSM responsibility

- High potential consequences, if fail to carry out responsibilities adequately.
- Encourages engagement.
- Look for root causes.

→ NB need to avoid a blame culture.

How does accountability differ from responsibility?
Accountability is ultimate responsibility – being answerable for your acts or omissions.
How can accountability encourage engagement?
If you are held accountable for something, you are more likely to have a vested interest in making it work.
Important though that

Youtube Films

There are short film links in the slides, you need to click on them to watch it. Please watch them carefully without skipping.

ntss

NEBOSH HSE PSM Element 1 v1

Optional activity

Watch the following video of a health and safety committee:

[Watch the Video](#)

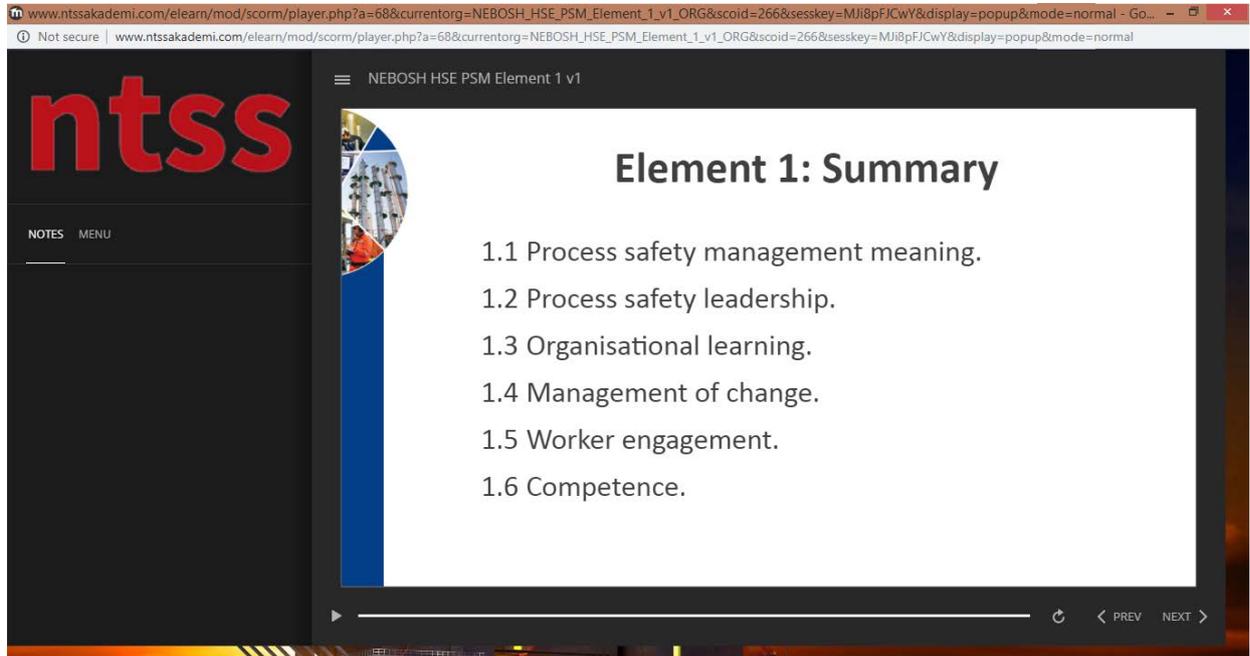
Now discuss:

- Why is the committee proving to be ineffective?
- What would you change?

This was intended to show that while leadership is important, the committee does need the opportunity to speak without being shouted down by the chair. While the chair was quiet, she exerted pressure and the one sensible suggestion was discounted.

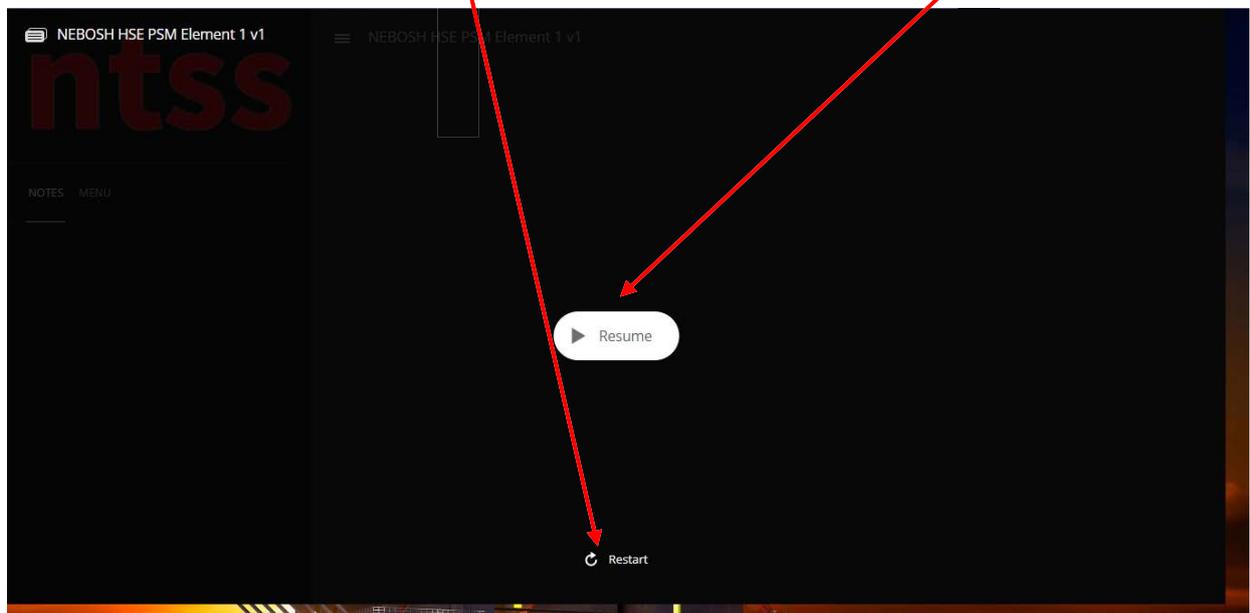
Completing Module

When you complete the module, you have to close the screen by closing page from **x button** top right of the pop up screen.



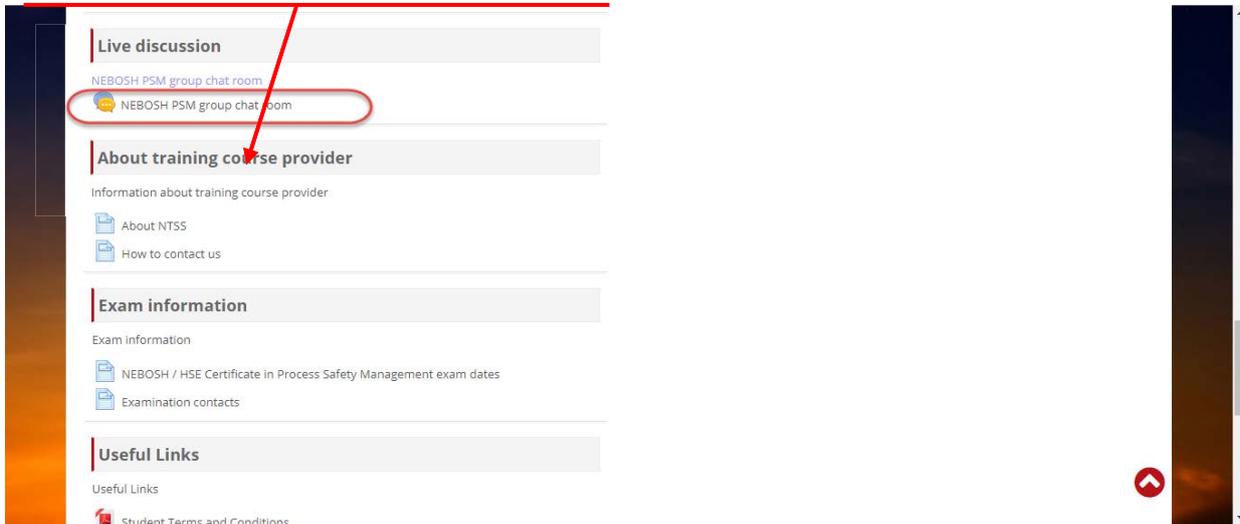
Resuming Element

If you close Element screen before you completed, you can continue to Element where you left off later. When you restart Element, you will see following screen. If you click to Resume button, course will be resumed but if you click to Restart button it will be started from beginning.



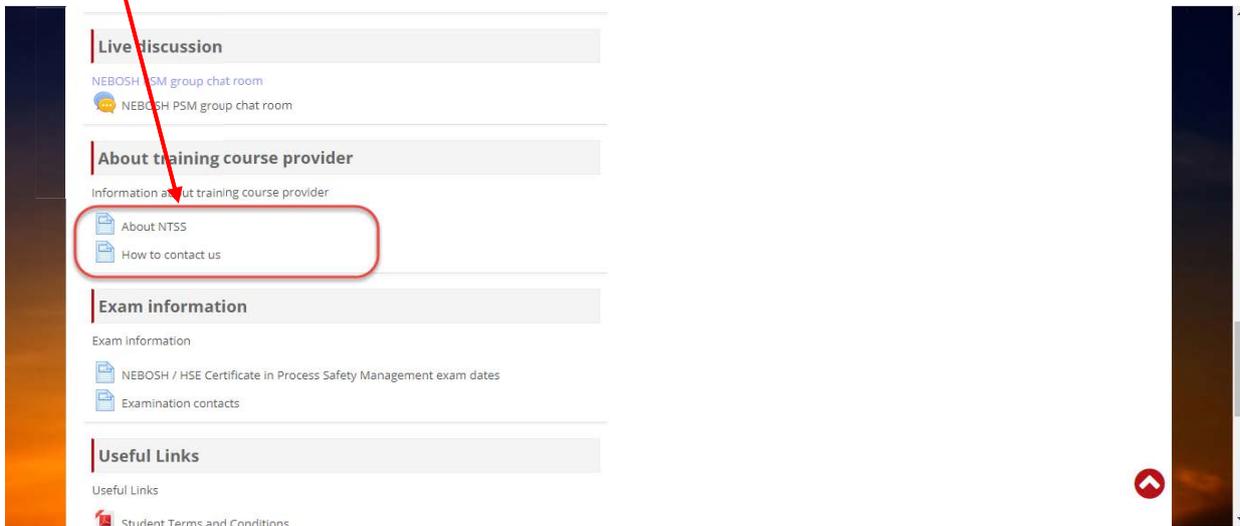
8. Live Discussion

Live discussion to communicate with other colleagues to share knowledge in the course page shown below.



9. About Course Provider

The course provider and contact information can be reached from this topic.



10. Exam Information

NEBOSH PSM exams are face-to-face (not online) multiple choice exam. Information about the exam can be found under this topic.

The screenshot shows a course page with several sections. The 'Exam information' section is highlighted with a red box and a red arrow pointing to it from the text above. The sections visible are:

- Live discussion**: NEBOSH PSM group chat room
- About training course provider**: Information about training course provider, About NTSS, How to contact us
- Exam information**: Exam information, NEBOSH / HSE Certificate in Process Safety Management exam dates, Examination contacts
- Useful Links**: Useful Links, Student Terms and Conditions

11. Useful Links

You can find the documents published on NEBOSH's own web site.

The screenshot shows a course page with several sections. The 'Useful Links' section is highlighted with a red box and a red arrow pointing to it from the text above. The sections visible are:

- Useful Links**: Useful Links, Student Terms and Conditions, Reasonable Adjustments, Enquiries About Results (EARs)
- Delegate Feedback**: After course completion you are required to share your feedback about us. Please download the 'NTSS Online Training Delegate Feedback Form' form and upload it back when you fill in. Download NEBOSH Online Training Delegate Feedback Form 224.8KB PDF document. Not available unless: The activity **FIRE AND EXPLOSION PROTECTION** is marked complete. Upload NEBOSH Online Training Delegate Feedback Form after fill in. Not available unless: The activity **Download NEBOSH Online Training Delegate Feedback Form** is marked complete

12. Delegate Feedback

After course completion you are required to share your feedback about us. Please download the **NEBOSH Online Training Delegate Feedback Form** and **upload** it back when you fill in.

The screenshot shows a web interface with a 'Useful Links' section and a 'Delegate Feedback' section. The 'Delegate Feedback' section contains the following text:

After course completion you are required to share your feedback about us.
Please download the 'NTSS Online Training Delegate Feedback Form' form and upload it back when you fill in.

Download NEBOSH Online Training Delegate Feedback Form 224.8KB PDF document
Not available unless: The activity **FIRE AND EXPLOSION PROTECTION** is marked complete

Upload NEBOSH Online Training Delegate Feedback Form after fill in
Not available unless: The activity **Download NEBOSH Online Training Delegate Feedback Form** is marked complete

Red arrows in the image point from the text 'Download NEBOSH Online Training Delegate Feedback Form' and 'upload it back' in the text above to the corresponding links in the screenshot.